

## **Governor's Traffic Safety Bureau Travel Procedures**

One objective of the GTSB is to provide grantees with the opportunity to gain highway traffic safety knowledge and information that is available throughout the country by approving the expenditure of funds for out-of-state travel. The following procedure must be followed to receive travel approval and subsequent reimbursement from the GTSB.

1. If an out-of-state trip to attend a traffic safety workshop, conference or training is pertinent to a GTSB program, the requesting agency must submit an Out-of-State Travel Request Form (see Appendix K) to the Program Administrator at least six weeks prior to the date of travel. Agencies must complete and submit GTSB Form #49 providing the travel details including the person traveling, their agency, grant number, name of training or conference, location, travel dates, mode of travel, and a brief explanation for the trip. An itemized budget with costs for mileage or airfare, meals, lodging, registration, cab/parking or shuttle fees and any luggage fees must also be provided. The request must be signed by the person traveling and their authorizing official. An agenda should be included whenever available and other documents that further explain the scope and nature of the requested travel.
2. Upon receipt, the Program Administrator will review the request and determine if the travel is appropriate. If approved, a letter and an Out-of-State Trip Report Form (see Appendix L) will be issued. Unless otherwise stated in the approval letter, the trip report is due two weeks upon completion of the trip. The report should include a summary of information learned and how it will be used in the traffic safety program. Travel reimbursement is contingent upon receipt of the trip report.
3. All travel reimbursements will be made at approved State of Iowa rates. Travel claims must be submitted with proper documentation before reimbursement can be made. All receipts must be provided including registration, hotel, parking, ground transportation, airfare or mileage, luggage and meals. Hotel receipts must show payment made and itemize each night's rate, tax and reflect a zero balance. Meal receipts must detail name/location of restaurant, menu items purchased, tax and tip. If there are multiple guests on a receipt it is the responsibility of the authorized traveler to identify what food/drink they consumed. Alcoholic beverages will not be reimbursed. For air travel, two additional airline quotes must be provided that show the least expensive flight was taken unless travel was arranged through an outside vendor. A GTSB Travel Checklist detailing what is needed for reimbursement and, when necessary, a Payment Voucher will be provided with the travel approval.
4. All in-state training and/or related travel requires prior approval by the GTSB. This approval is necessary to submit a claim for reimbursement. Requests for in-state travel may be sent by e-mail, letter or by phone and do not require a follow-up report (Trip Report).